

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☐ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-4924-906	CBID S07
CLASS TITLE Program Manager I	WORKING TITLE Team Leader	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION☐ Rank and File☐ Supervisor☐ Specialist☐ Office of Administrative Hearings☒ Client Agency

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under the general direction of the Chief, Disaster Medical Services (DMS) Division, the Program Manager I (PM I) serves as a Team Leader of an assigned California Medical Assistance Team (CAL-MAT)/Mission Support Team (MST) Unit, and is responsible for managing missions, both operational and managerial, from the time of activation through demobilization.

SPECIAL REQUIREMENTS☐ Conflict of Interest☐ Medical Evaluation☐ Background Evaluation☐ Background Evaluation FTB☐ Office Technician (Typing)**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	<ul style="list-style-type: none"> • Manage and supervise all aspects of a disaster mission from activation to complete demobilization. • Manage command staff, such as Logistics Officer (Sr. ESC), Administrative Officer (AGPA), and Safety Officer (Health & Safety Officer) to ensure effective mission management. • Establish and maintain overall unit cohesion by utilizing best management practices. • Have responsibility for developing and completing all response objectives necessary to fulfill the assigned mission, such as determining location and size of base of operations and management of field treatment sites. • Oversee equipment, personnel, reporting, record-keeping and after-action elements associated with each mission.
30%	<ul style="list-style-type: none"> • Provide management expertise, supervision and overall administration of teams comprised of physicians, nurses, other clinical care providers and technical and support personnel.
20%	<ul style="list-style-type: none"> • Effectively guide Team in a variety of mission scenarios such as medical evacuation, clinic support, medical care, multiple casualty events, etc.

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PERCENTAGE	DESCRIPTION
15%	<ul style="list-style-type: none"> • Consult with the Emergency Medical Services Authority (EMSA) DMS Chief on overall program issues such as training, recruitment, equipment, etc. • Participate in debriefs and after action reporting as required. • Assist the Chief of DMS in developing monthly on-call roster.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas; concepts, objectives, organization, and operations of Federal, State and local civil defense and disaster activities; California geography and resources as they relate to civil defense and disaster planning and operations; administrative problems involved in directing coordinated financial assistance programs; principles and practices of employee supervision, development and training; program development; formal and informal aspects of the legislative process; governmental functions and organization at the State and local level; methods and techniques of effective program management and supervision; organization, activities, and basic legislation concerning the Office of Emergency Services; principles of organization and budgeting; the Office's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to solve complex disaster preparedness problems; evaluate alternatives and provide recommendations; gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work; analyze data and effectively present ideas; interpret Federal and State statutes; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; establish and maintain project priorities; and effectively utilize all available resources; plan, organize and direct the work of others; effectively contribute to the Office's Equal Employment Opportunity objectives.

SPECIAL REQUIREMENTS

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Travel within and outside the State of California is required for this position.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.

DESIRABLE QUALIFICATIONS

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Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.

Excellent leadership and problem solving skills,

Analyze situations accurately, make recommendations, and take effective action.

Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

INTERPERSONAL SKILLS

Work well as part of a team and independently as necessary

Build good working relationships with constituents, colleagues, and consultants.

Work Environment, Mental and Physical Abilities

Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.

Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).

Ability to work irregular work hours (7 days a week, 12 hour shifts)

Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.

Ability to self-sustain for first 24 to 72 hours.

Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.

Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED